



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436

Applications are invited from the citizens of India for the following engagements, on contract basis, in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualifications and experience is as under:-

S/ N	Name of the Position	No. of Position	Consolidated honorarium per month	Age Limit	Required qualification & experience	Duties
01	Professor (Videography for Electronic & Digital Media)	01 (one)	Rs.78,470/-	Not exceeding 52 years preferably	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Motion Picture Photography/ Videography or Cinematography from a recognized University or Institute;</p> <p>iii) At least thirteen years' professional experience as Cinematographer/ Videographer and/or teaching experience in cinematography/ videography in television imaging in an organization or institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Master degree in Arts/ Science from a recognized University/ Institute;</p> <p>ii) At least fifteen years' professional experience as Cinematographer/ Videographer and/or teaching experience in cinematography/ videography in television imaging in an organization or institution of repute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television Programme.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none">• Head of the respective Department;• Shall look after the departmental administration;• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;• Shall envision the futuristic structuring of the department;• Shall ensure dynamic teaching through innovative pedagogy;• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;• Shall integrate all the streams of theory and practical training within the respective department;• Shall convene and preside over departmental faculty meeting at least once every month;• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;• Shall publish a job chart indicating the allocation of jobs to the staff;• Shall prepare and submit annual performance report of the department to the Dean;• Shall contribute and cooperate in matters of inter-departmental requirements;• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department;• Shall constitute a Departmental Disciplinary Committee;• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;• Shall be accountable for the entire working of the department;• Shall ensure completion of courses on schedule;• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean;• Shall ensure effective measures in regard to the Admission of the students;• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute;• Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.

02	Professor for Electronic & Digital Media)	01 (one)	Rs.78,470/-	Not exceeding 52 years preferably	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film/ Television production/ Direction/Screenplay Writing from a recognized University or Institution;</p> <p>iii) At least thirteen years' professional experience as a Script Writer for Television and/or teaching experience in script writing for Television in an Institution or Organisation of repute.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in Theatre/ Literature/ Film Studies/ Television production/ Film direction/ screenplay writing) from a recognized University / Institute;</p> <p>ii) At least fifteen years' professional experience as Television Director/ Producer / Writer including five years teaching experience in a responsible capacity in an Organization or Institution of repute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television Programme. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; • Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.
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03	Professor (Electronic and Digital Media Management)	01 (one)	Rs.78,470 /-	Not exceeding 52 years Preferably	<p>a) Essential:</p> <p>i) Degree of a recognized University or equivalent;</p> <p>ii) Degree or Post graduate Diploma from FTII / SRFTI or equivalent in Film or Television;</p> <p>iii) At least thirteen years' professional experience in a responsible capacity in a reputed Production house or Television channel and/or teaching experience in Television Production or Management in a reputed Institute.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in Mass Communication or equivalent from a recognized University;</p> <p>ii) At least fifteen years' professional experience in a responsible capacity in a reputed Production house or Television channel and/or teaching experience in Television Production or Management in a reputed Institute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television Programme.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extracurricular activities- seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; <p>Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.</p>
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04	Videographer for Electronic & Digital Media	01 (one)	Rs.35,910 /-	32 years preferably	<p>a) Essential: i) Degree from a recognised university or equivalent; ii) Degree or post graduate Diploma in Motion Picture Photography/ Videography or Cinematography from a recognized University or Institute; iii) At least one year's experience in the field of cinematography/ videography in television imaging in an organization or institution of repute. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • To render practical teaching in respective subjects of Videography Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Videographer for the SRFTI student projects where there is no student videographer and any other project undertaken by SRFTI • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
05	Graphic Designer for Electronic & Digital Media	01 (One)	Rs.35,910/-	32 years preferably	<p>a) Essential: i) Degree from a recognised university or equivalent; ii) Degree or post graduate Diploma in Film Editing from a recognized University or Institute; iii) At least one year's experience in the field of graphic designing in an organization or Institution of repute. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • To render practical teaching in respective subjects of Editing Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Editor for the SRFTI student projects where there is no student editor and any other project undertaken by SRFTI • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.

06	Sound Recordist for Electronic & Digital Media	01 (One)	Rs.35,910/-	32 years preferably	<p>a) Essential:</p> <p>i) Degree from a recognised university or equivalent;</p> <p>ii) Degree or post graduate Diploma in Sound Recording and/or Sound Engineering/ Designing from a recognized University or Institute;</p> <p>iii) At least one year's experience in Sound Recording in an organization or institution connected with Sound Recording/training. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • To render practical teaching in respective subjects of Sound Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Recording Engineer for the SRFTI student projects where there is no student sound Recordist and any other project undertaken by SRFTI • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
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Note:-

- (i) The engagement will be on contract basis initially for one year.
- (ii) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- (iii) The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
- (iv) The selected candidate will be required to join on immediate basis.

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with the self-attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to "**The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**", along with a Demand Draft (**non-refundable**) of Rs.200/-, drawn in favour of "**Satyajit Ray Film & Television Institute**", payable at Kolkata. The following categories of applicants are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The applicant may send the application **by speed post or may drop** in the application box located in Admn. Block of this Institute, **latest by 24.07.2017**.

The envelope shall be superscribed with the name of engagement applied for.

Interested candidates applying for more than engagements, have to submit separate application (along with separate Demand Draft) for each.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 24.07.2017.

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

Depending on the number of applications, eligible short-listed candidates will be called for trade test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test and/or interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

Registrar

Format for application

The Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata – 700 094

Sir,

Sub: **Application for engagement of _____ on Contract basis in SRFTI, Kolkata.**

This has reference to your advertisement published in on in connection with engagement of in Satyajit Ray Film & Television Institute, Kolkata on contract basis.

2. I would like to apply for engagement of in Satyajit Ray Film & Television Institute, Kolkata on contract basis. The required details are furnished below:-

01.	Name (in block letters)	
02.	Father's / Husband's Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on 24.07.2017	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email Address	
15.	Present Occupation, if any	
16.	Other Information, if any	
17.	Demand Draft No., Date and Amount	

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

- Encl: a) self-attested copy of certificate as proof of age
b) self-attested copies of certificates of qualifications
c) self-attested copy of certificate of caste
d) self-attested copies of certificates of experience
e) two copies of recent passport size photographs
f) Demand Draft of Rs.200/-

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Signature of the Applicant